

Town of Frederick Board of Trustees



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AM 2010-032

To Consider Approving a Contract with Winston Associates for Work to be Completed on the Parks, Open Space, and Trails Master Plan

Agenda Date: March 23, 2010

Attachments: a. Proposed Contract with Winston Associates

Fiscal Note: This project was included in the 2010 budget.


Administrative Services Director

Submitted by: Jennifer Simmons
Planning Director

Approved for Presentation: 
Town Administrator

AV Use Anticipated Projector n/a Laptop n/a

Certification of Board Approval: _____
Town Clerk Date

Summary Statement:

Approval of the attached contract is the final step required prior to beginning work on the Parks, Open Space, and Trails Master Plan.

Detail of Issue/Request:

The Board of Trustees has designated the completion of a Parks, Open Space, and Trails Master Plan as a priority task to be completed during 2010. In order to accomplish this task, the 2010 budget includes \$50,000 to use with grant funds received from Great Outdoors Colorado (GOCO). Together, the funds will be used to pay a consultant to complete the study. Thirteen firms submitted responses to a Request for Proposals (RFP) and six of those firms were interviewed. Following the interview process, Winston

Associates was offered the opportunity to work for the Town on this project. Winston Associates has reviewed the attached contract and submitted the list of deliverables in Exhibit A. The list of deliverables fully addresses requirements outlined in the RFP and the statements made to GOCO in applying for the grant.

Legal/Political Considerations:

The Town Attorney has reviewed the proposed contract.

Alternatives/Options:

The attached contract is the standard consultant agreement used by the Town. It meets all contractual requirements of the Town. The Trustees may consider approving or denying the contract.

Financial Considerations:

The Board of Trustees included funding in this year's budget for this project. Additionally, a GOCO grant has been awarded matching the Town's allocated funds.

Staff Recommendation:

Staff recommends approving the contract and authorizing the Mayor to sign it.